

DAS EXECUTIVE DIRECTOR'S OFFICE

INFRASTRUCTURE AND GENERAL GOVERNMENT APPROPRIATIONS SUBCOMMITTEE

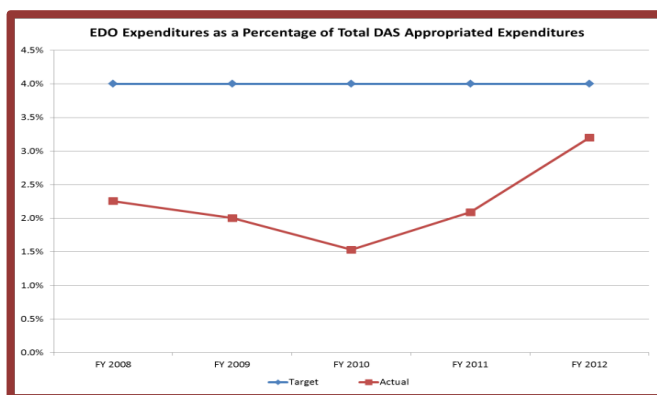
BUDGET BRIEF

SUMMARY

The Executive Director's Office (EDO) provides financial management, strategic planning, organizational development, internal auditing, and public relations for the Department of Administrative Services. While the client base for most state agencies is taxpayers, the primary customers for the Department of Administrative Services are other state agencies. The Director helps coordinate inter-agency cooperation on issues such as fleet consolidation, archival procedures, and purchasing guidelines. The Office also contracts with licensed attorneys to represent indigent parents and to assist parental attorneys in fulfilling their duties in the Parental Defense program.

ACCOUNTABILITY DETAIL

The primary responsibility of the EDO is administrative oversight. Administrative overhead should be kept as low as possible so more dollars can be allocated to programs.



BUDGET DETAIL

Intra-department Transfer of Funds

The department has found ongoing savings of \$200,000 in the Purchasing Program. The department requested some of these ongoing funds be transferred to the Executive Director's Office (EDO) for information technology security and internal auditing for process improvements within the

Figure 1: Administrative Services - Executive Director - Budget History

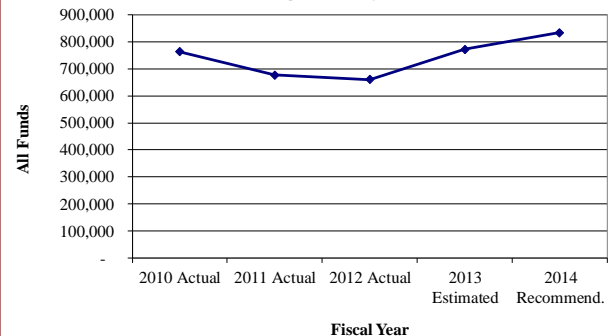


Figure 2: Administrative Services - Executive Director - FTE History

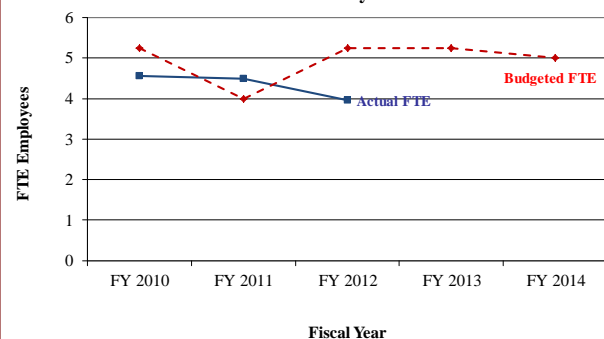
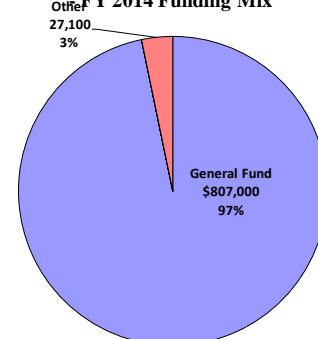


Figure 3: Administrative Services - Executive Director - FY 2014 Funding Mix



department. The governor supported this request with the recommendation for these activities in the following amounts:

1. \$65,000 to EDO for IT security.
2. \$40,000 to EDO for internal auditing.

The remaining \$95,000 of the \$200,000 is recommended for the Divisions of Archives and Administrative Rules.

Intent Language

The Analyst recommends the Legislature approve nonlapsing intent language for Fiscal Year 2013 for this line item as delineated in the Intent Language Issue Brief.

LEGISLATIVE ACTION

The Analyst recommends the Legislature approve:

1. A total base appropriation of \$834,100 for the Executive Director's Office line item.
2. Intent language making the FY 2013 appropriation nonlapsing.
3. The intra-department transfer of ongoing General Funds from Purchasing as found in the following table:

DAS EDO - FY 2014	Budgeted FTE	Ongoing General Fund
IT security	0.0	\$65,000
Internal Auditing	0.0	\$40,000
Totals	0.0	\$105,000

BUDGET DETAIL TABLE

Administrative Services - Executive Director						
Sources of Finance	FY 2012 Actual	FY 2013 Appropriated	Changes	FY 2013 Revised	Changes	FY 2014* Recommended
General Fund	671,200	702,000	0	702,000	105,000	807,000
Beginning Nonlapsing	105,000	30,000	67,100	97,100	(70,000)	27,100
Closing Nonlapsing	(97,100)	0	(27,100)	(27,100)	27,100	0
Lapsing Balance	(18,500)	0	0	0	0	0
Total	\$660,600	\$732,000	\$40,000	\$772,000	\$62,100	\$834,100
Programs						
Executive Director	593,700	646,600	13,000	659,600	89,100	748,700
Parental Defense	66,900	85,400	27,000	112,400	(27,000)	85,400
Total	\$660,600	\$732,000	\$40,000	\$772,000	\$62,100	\$834,100
Categories of Expenditure						
Personnel Services	463,100	442,800	39,700	482,500	29,200	511,700
In-state Travel	(11,000)	0	2,000	2,000	0	2,000
Out-of-state Travel	2,300	5,300	5,300	10,600	(1,500)	9,100
Current Expense	177,100	239,800	(8,600)	231,200	(23,500)	207,700
DP Current Expense	29,100	44,100	1,600	45,700	57,900	103,600
Total	\$660,600	\$732,000	\$40,000	\$772,000	\$62,100	\$834,100
Other Data						
Budgeted FTE	5	3	2	5	(0)	5
Actual FTE	4	0	0	0	0	0

*Does not include amounts in excess of subcommittee's state fund allocation that may be recommended by the Fiscal Analyst.